



Harry Chapin Food Bank
OF SOUTHWEST FLORIDA

CHIEF DEVELOPMENT OFFICER

ABOUT HARRY CHAPIN FOOD BANK OF SOUTHWEST FLORIDA

Harry Chapin Food Bank is the largest hunger-relief nonprofit and the only Feeding America member in Southwest Florida, serving Charlotte, Collier, Glades, Hendry, and Lee counties. The organization rescues and distributes donated food and other grocery products through its food distribution programs, feeding more than a quarter of a million people who are hungry each month.

Harry Chapin Food Bank of Southwest Florida opened its doors as the Lee County Food Cooperative in 1983. When it began, the cooperative distributed government-provided surpluses of cheese and other dairy products. Almost immediately, the cooperative began recovering other food from retailers and growers and continued to grow. In 1985, the cooperative changed its name to the Southwest Florida Food Bank to reflect its regional service area. In 1990, the food bank became a member of Feeding America. In 1994, the name changed to Harry Chapin Food Bank of Southwest Florida.

Today, the organization distributes nearly 48 million pounds of food each year through three overarching programs: Feeding Children, Feeding Families, and Feeding Seniors. The largest of these programs is Feeding Families, and it is comprised of a mobile pantry program that distributes truckloads of food in underserved and high need areas where grocery stores are not easily accessible, and a Partner Agency Program, a network of 170 vetted agencies that include social service agencies and faith-based congregations throughout the organization's five-county footprint.

THE POSITION

The Chief Development Officer (CDO) reports to the President & CEO and serves as a member of the Guiding Team. They will develop and execute annual and long-range fund development plans to ensure continued growth in giving. They will develop relationships with key donors, supervise marketing and public relations efforts, and participate in organization-wide leadership and decision-making.

Key Facts

- **\$94 million** budget for FY21
- **\$14 million** in contributed revenue raised in FY21
- **70 full time staff** across the organization
- **9-person** Development department
- **47.6 million** pounds of food distributed in 2021
- **5-County service area:** Charlotte, Collier, Glades, Hendry, Lee

Mission & Vision

MISSION

To lead our community in the fight to end hunger.

VISION

That no one goes has to go hungry in our community.

Visit



MAJOR OBJECTIVES

Within the first 12 to 18 months, the CDO will achieve the following major objectives:

- Develop and implement a comprehensive philanthropy plan that prioritizes Harry Chapin Food Bank's strategic funding goals, broadens the engagement of high-capacity donors, and sets the stage for a capital campaign
- Inspire the Development team through effective motivation and team building, fostering an atmosphere of high performance, engagement, and energy throughout the department
- Establish strong, trusting relationships through capable leadership with the President & CEO and members of the Guiding Team

RESPONSIBILITIES

The CDO will have the following primary responsibilities:

- Develop and implement a strategic fundraising plan encompassing major gifts, grants, and corporate and foundation support that will reach and ultimately exceed \$14 million in annual philanthropic revenue
- Work with the President & CEO to develop annual and long-range fundraising strategies and goals
- Manage an active portfolio of current and prospective major donors
- Lead, manage, and inspire Harry Chapin Food Bank's high-caliber team of development professionals
- Develop annual staffing plans and implement robust, achievable goals that are tied to the organization's overarching strategic plans and ensure accountability
- Actively foster a productive and collaborative working environment aligned with organizational values
- Provide team members with the necessary coaching and support to achieve their respective targets
- Serve as a member of the Guiding Team, contributing to organization-wide strategic direction and decision-making and ensuring fundraising plans and priorities are aligned with those of other departments
- Work closely with members of the Board of Directors; facilitate and staff Development Working Group
- Coach and inspire staff, Board members, and others in the cultivation of donors and prospects
- Partner with the President & CEO, Board members, and others in making solicitations as appropriate



- Establish, document, and monitor an active and consistent donor acknowledgement, stewardship, and cultivation program that includes tailored plans for individual donors
- Oversee the creation and execution of marketing and public relations plans, representing Harry Chapin Food Bank as a media spokesperson as needed
- Manage the coordination of direct mail activities, including planning and implementation of direct mail program in collaboration with vendors and community partners
- Plan and implement donor appreciation and cultivation events
- Oversee the preparation and submission of grant proposals
- Ensure accurate, timely, and complete recordkeeping, including documentation of all interactions with donors in donor database
- Prepare and monitor the Development department's budget
- Submit reports and updates to donors as necessary

QUALIFICATIONS

The ideal candidate will possess most of the following qualifications:

- A passionate, enthusiastic commitment to the mission of fighting hunger in Southwest Florida
- A minimum of seven to eight years of senior-level leadership experience managing successful development teams—preferably with annual revenue of \$5 million and above—and a track record of building significant fundraising programs; capital campaign experience would be a plus
- Proven ability to secure six- and seven-figure philanthropic gifts from individuals, foundations, and corporations
- Experience hiring, managing, motivating, and retaining a team of staff that strives to achieve excellence and exceed goals
- Excellent written, verbal, and public communication skills with a persuasive ability, including strong storytelling capacity and the ability to effectively convey the organization's mission and humanize hunger
- Ability to relate effectively to other staff, volunteers, agency representatives, and the public
- Honesty, integrity, and the capacity to make decisions supported by facts
- Strong organizational and problem-solving skills, ability to meet tight deadlines, multitask, and hold self and others accountable for results
- A willingness to be constructive by providing solutions, displaying optimism, being respectful and fair, and working as a team-player with peers and staff alike
- The ability to have fun along the way
- Experience with prospect and donor management fundraising software applications



- Solid financial management skills with experience in budget analysis, forecasting, and planning
- Proficiency with Microsoft Office Suite
- A valid driver's license
- A bachelor's degree or equivalent relevant experience is required

COMPENSATION & BENEFITS

The annual salary range for this position is \$140,000 to \$160,000. Harry Chapin Food Bank offers a generous benefits package that includes medical, dental, vision, and life insurance; retirement plan; an Employee Assistance Program; nine holidays; and more.

APPLICATION

Harry Chapin Food Bank has retained Campbell & Company to conduct this search. The team for this project includes Joey Scheiber, Kole Farrise, and Kris McFeely.

To be considered for this opportunity, please send a letter of interest and resume to:

Kole Farrise

Associate Consultant, Executive Search

kole.farrise@campbellcompany.com

(206) 428.3877 direct



1 East Wacker Drive, Suite 2100
Chicago, IL 60601

Harry Chapin Food Bank of Southwest Florida is an Equal Opportunity Employer that does not discriminate based on actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, staff member activities and general treatment during employment.

The Organization will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified staff members with disabilities unless the accommodation would Staff member Handbook: Harry Chapin Food Bank of Southwest Florida June 2019 Page | 8 impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let your supervisor know.

The Organization will endeavor to accommodate the sincere religious beliefs of its staff members to the extent such accommodation does not pose an undue hardship on the Organization's operations. If you wish to request such an accommodation, please speak to your supervisor.

Any staff members with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their supervisor. The Organization will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If a staff member feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of his/her supervisor. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All staff members must cooperate with all investigation.